



Instructions for the Transfer of a Commercial Shellfish Aquaculture Lease

1. Current lessee, designated here as Assignor, and the party interested in receiving the transferred lease, designated here as the Assignee, sign and date the personalized transfer form. All signatures of the Assignor(s) and Assignee(s) must be witnessed and attested to by a Notary Public on the day of signing.

Have all parties to the agreement signed? ☐ Yes ☐ No

Were all signatures attested to by a Notary Public? ☐ Yes ☐ No

2. The Assignor verifies that the lease is in good standing and ensures that usage of the lease for the current calendar year is documented. This means that any outstanding monthly harvest reports up to and including the month of transfer have been submitted, all Shellfish Aquaculture Harvester Permit (SAHP) and Registrant Cards are accounted for, and a *Partial Year Usage Report for Lease Transfer* form is completed and attached. The latter two requirements are waived if the primary leaseholder is not changing.

All Monthly Harvest Reports submitted? ☐ Yes ☐ No

All SAHP and RC accounted for/returned? ☐ Yes ☐ No ☐ N/A (no change to primary)

Partial Year Usage Report attached? ☐ Yes ☐ No ☐ N/A (no change to primary)

3. The Assignee must complete and attach a separate *Application for the Transfer of a Commercial Shellfish Aquaculture Lease* form (including any accompanying business documentation) detailing the proposed usage of the lease. This requirement is waived if the primary leaseholder is not changing.

Is a completed Application Form attached? ☐ Yes ☐ No ☐ N/A (no change to primary)

4. If an individual signs this personalized transfer form as a signatory on behalf of a corporation or other business entity, the individual's name, title, and the name of the company must appear beneath the signature line on the personalized transfer form. A business must also submit, as part of the Application described above, proof of an SDAT ID number (if you do not know what this is, see www.dat.state.md.us), a copy of the Articles of Organization, Operating Agreement, and Resolutions, if required by the Articles of Organization or Operating Agreement.

Is the Assignee a business entity? ☐ Yes ☐ No (if no, skip to step #5)

Operating Agreement attached? ☐ Yes ☐ No

Articles of Organization attached? ☐ Yes ☐ No

Resolutions attached? ☐ Yes ☐ No ☐ N/A

5. Assignee must submit a completed *Shellfish Aquaculture Harvester Permit (SAHP) Application* – this requirement is waived if primary leaseholder is not changing; however a new Permittee may be designated on a *SAHP Registrant Modification* form instead, if desired.

Is the appropriate permit form attached? ☐ Yes ☐ No ☐ N/A (no change to primary)

Return all forms and documents to: Department of Natural Resources, Fisheries Service - Aquaculture Division, Attn: Lease & Permit Coordinator, 580 Taylor Avenue, C-2, Annapolis, Maryland 21401.

Lease transfer application packages received after October 15th will be held until annual invoicing and reporting for the calendar year has concluded. A transfer is not valid until all documents have been returned to the Department of Natural Resources, approved, and signed and executed by the Department. A copy of the executed transfer will be mailed to the Assignee designated as the primary leaseholder, with any new registration cards to follow soon after. Leaseholders who also hold a lease permit from the US Army Corps of Engineers must follow the transfer instructions provided in that permit.